

Contract Communications Associate

Astellas Pharma Canada is currently searching for Contract Communications Associate reporting to the Sr. Communications Manager. This is a one-year contract position located in our offices in Markham, Ontario.

Description:

The Communications Associate plays a key role in developing and supporting the implementation of employee communication and digital strategies that support corporate communications and Astellas business objectives. This position supports internal and external initiatives across the organization, and collaborates cross-functionally to identify communication gaps and assist other departments in achieving their internal communications objectives.

Essential Job Duties:

- Assists in the execution of both short- and long-term internal communications strategies (including all digital components), in support of stated business objectives, to inform employees and drive engagement with business strategies and corporate culture.
- Supports the Senior Communications Manager in developing and implementing plans to support the internal communications needs of the senior leadership team and the organization.
- Develop and coordinate all digital assets, including content development for the intranet, corporate website, social media channels and digital signage. Assess and propose innovative enhancements to existing digital assets.
- Develop integrated communication strategies to engage employees with departmental initiatives, and provide support (including logo development and design elements) for program execution.
- Support all Corporate Social Responsibility initiatives and related events, including planning and day-of requirements.
- Establish critical relationships across the local organization and regional Corporate Affairs group and conduct regular meetings with key individuals.
- Support the execution of all meetings and events, including planning and day-of requirements
- Assists with the writing and editing of communications materials to support a variety of internal communications initiatives
- Acts as a communication resource to all departments for all of their corporate communication needs
- Other duties as assigned

Required Qualifications

- Post-secondary degree in English, journalism, communications, marketing, public relations or related discipline.
- Minimum 2-4 years related experience.
- Proficiency in SharePoint, Photoshop, InDesign, Microsoft Word products.
- Excellent communication skills, both written and verbal.
- A responsible self-starter who is creative, flexible, and innovative in meeting various stakeholder needs.
- Strong judgment, attention to detail, and organizational skills are required.
- A team player who has excellent interpersonal skills to develop relationships (internal and external) to support the corporate communications function.
- Ability to learn the priorities of the various functional areas/departments and support their communication needs
- Experience handling multiple projects at the same time and meet deadlines.

Preferred Qualifications

- Bilingual (English/French) an asset

If your skills and experience match our needs, please email your resume to:

employment@astellas.com.

Astellas Pharma Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.

No telephone inquiries, in-person applications, or agencies please. While we appreciate all applications, only candidates under consideration will be contacted.